



# CAMP GREENTOP APPLICATION PACKAGE

United States Department of the Interior  
National Park Service  
Catoctin Mountain Park



Camp Greentop at Catoctin Mountain Park is administered by the National Park Service and can be rented during the week or on weekends from **April through mid-June and mid-August until October 31**. Group representatives must insure that all members comply with park rules and regulations stated herein. We hope you have an enjoyable visit at Catoctin Mountain Park.

## APPLICATION PROCESS

Applications may be obtained by writing to Superintendent, Catoctin Mountain Park, 6602 Foxville Road, Thurmont, MD 21788, by calling the office at (301) 663-9330, or by visiting the Park Headquarters or Visitor Center. Applications can be faxed to 301-271-2764. Applications will be accepted on the following schedule:

<u><i>Spring Season</i></u>	<u><i>Applications Accepted</i></u>
<i>Apr - mid-Jun</i>	<i>January 1-30</i>

<u><i>Fall Season</i></u>	<u><i>Applications Accepted</i></u>
<i>mid-Aug - Oct</i>	<i>May 1-30</i>

Groups will be notified of application status within 30 days of the closing date. Because we normally receive more requests than can be accommodated, non-selected applicants may be offered alternative dates. Applications for open dates and day use will be processed on a first-come, first-served basis once selections have been made.

To tour camp facilities please call Catoctin Mountain Park at 301-663-9330 and make an appointment.

Groups must submit the required deposit and completed forms by the specified date in their confirmation letter. Payments will be accepted by check or money order only. In accordance with the Debt Collection Improvement Act of 1996, Federal Agencies "shall require each person doing business with that agency to furnish to that agency such person's Taxpayer Identifying Number." The Taxpayer Identifying Number (TIN) shall be used "for purposes of collecting and reporting on any delinquent amounts arising out of such person's relationship with the Government." **If you are paying by check, your Taxpayer Identifying Number (or Social Security Number) must be included on your check made payable to National Park Service.** An incomplete check will be returned, and the reservation will be canceled. If you do not wish to provide your Taxpayer Identifying Number (or Social Security Number), payment must be made by cashier's check or money order made payable to National Park Service.

## RATES

Sunday through Thursday (weekdays)	\$ 250 per night
Friday through Saturday (weekends)	\$ 330 per night
Day use (Dining Hall/Rec Hall)	\$ 200 per day
Entire Camp (long-term/7 nights or more)	\$ 200 per night (\$1,400/Sun-Sat)

Groups will be charged for damages occurring to Government property during their stay. There will be **NO** refunds unless the Park is unable to provide the reserved facility. Rates include trash pickup and utilities.

## SELECTION PROCESS

The National Park Service intends to operate the camp at daily maximum capacity (140 people). Larger groups and those requesting multiple nights will be given first consideration. Applications for day use will be considered last. In carrying out the purpose of the park, selection will be made based on the following:

- ✓ First priority will be given to environmental education groups.
- ✓ Youth over family and family over adult groups
- ✓ Public over non-profit, and non-profit over private groups.
- ✓ Groups who request two nights will be considered over those requesting only one night.
- ✓ Overnight use over day use.

If your group is small, it is permissible for one or more groups to combine to be eligible. When you do consolidate, indicate one person on the application form as your representative. This representative will be responsible for all arrangements and will act as liaison. The representative should submit the names of all group leaders and their mailing address on the application form.

The groups' eligibility for future consideration will be based partly on conduct while in camp. Misuse of facility, lack of supervision, failure to clean camp or to meet minimum size requirement will be factors in continued eligibility. Failure to pay camp rental fees is a violation of Title 36, Code of Federal Regulations, Section 2.30.

Groups must submit the following by the date specified on the permit:

1. Deposit fee (50% of the rental fee). Day use fees must be paid in full in advance. The remainder will be collected at group check-in.
2. Form designating kitchen supervisor. (if applicable)
3. Outline of environmental education activities if applicable. We invite you to participate in any NPS activities that are offered during your stay; however, due to our small staff, a Ranger cannot be provided for special programs.

Confirmation of your selection **CANNOT** be made until all of the above have been received.

## CHECK-IN / CHECKOUT

**DO NOT PROCEED DIRECTLY TO THE CAMP** – The group leader and kitchen supervisor must check-in and checkout as outlined below:

1. The leader must arrive prior to the rest of the group and check-in at the Visitor Center.
2. Check-in:

Saturday - Sunday	by 4:00 pm.
Monday - Thursday	between 10:00 am and 4:30 pm
Friday	between 3:00 pm and 4:30 pm. (Please do not arrive before 3 pm; the Park Ranger will be occupied checking out other groups and will not be available)
3. Check out is by 3:00 pm
4. A specific checkout time should be scheduled with the Ranger during the check-in orientation. If there is any change in your scheduled checkout time, please notify the Visitor Center as soon as possible.
5. The entire camp, including the kitchen facility, must be ready for inspection prior to checkout. The group leader and kitchen leader must accompany the Ranger during checkout.



## GENERAL CAMP INFORMATION

**MAXIMUM CAPACITY:** 140 persons

**GROUP RESPONSIBILITIES:** Groups have preferential use of the camp during their stay. Groups must leave the camp in a clean and orderly condition, especially the kitchen. Specific cleaning requirements and information about the camp and its facilities are provided.

**EMERGENCIES:** All emergencies, accidents, etc., must be reported to a Park Ranger via the 24-hour assistance number. Emergency phone numbers are listed in the telephone booth in the camp. Remain on line until information is taken by Emergency Service.

**24 HOUR ASSISTANCE** - 301-663-9343

**VISITOR CENTER** - 301-663-9388 (10:00 am – 5:00 pm)

**FIRE OR AMBULANCE CALLS ONLY** - DIAL 911

**REPAIRS:** All repairs will be made by park employees and should be reported to the Park:

Monday thru Friday - 301-663-9330 (8:00 am - 3:30 pm)

Saturday thru Sunday - 301-663-9388 (9:30 am - 3:30 pm)

**ELECTRICAL APPLIANCES:** Additional electrical appliances (hot plates, etc.) are not permitted.

**TRASH:** All trash must be deposited in the centrally located dumpsters near the dining hall. Trashcans are located throughout the camp for daily use. Prior to departure, they must be emptied at the central dumpster and redistributed. We suggest you bring large plastic bags to line the trashcans to make it easier for you to empty them prior to checkout. Cardboard boxes and similar bulky items must be crushed to reduce space problems.

Recycling facilities (co-mingled glass, plastic, and metal cans) are available near the campfire circle. Flattened recyclable cardboard may be deposited at the rear of the dining hall.



## CAMP FACILITIES and SPECIFIC CLEANING REQUIREMENTS

*During check-in, the Ranger will specifically brief the group leader and kitchen supervisor on sanitation requirements as well as other topics. The following is a brief outline that will help you better prepare for some of the routine duties. In addition to regular completion during your stay, these need to be done immediately prior to checkout.*

### CABINS

Greentop is set up in four units with three cabins each. Each cabin sleeps 10 people. There are two leader's cabins that sleep two people each and one staff cabin that sleeps four people. There are lights in each cabin but there are no electric outlets. Sleeping cabins are NOT heated. Cots and mattresses are provided. Campers bring all gear including food, utensils, cookware, detergents, toilet paper and toilet articles, bedding, etc.

### LODGE

The camp has one lodge that sleeps 12. The outside fireplace at the lodge may be used if fire danger is low. Cabin and lodge floors should be swept regularly and all papers, clothing articles, etc. removed before departing. Windows should be closed. The vinyl mattress covers shall be cleaned with a damp cloth and mild soap if needed.

### RESTROOMS

There is one heated restroom to each unit. Each has three flush toilets, three sinks, and three showers with hot and cold water. The central shower house has 12 showers and five flush toilets. Floors, shower stalls and curtains, sinks and toilets must be

cleaned and sanitized. Tile walls shall be washed and sanitized, tile cleaner and brushes are needed. Chrome fixtures must be cleaned and free of residue. Plungers and toilet brushes are provided.



## **KITCHEN & DINING HALL**

The dining hall seats between 80-100 people and features a commercial kitchen. The kitchen is equipped with the following: electric stove with 6 burners and oven, electric stove with 2 burners, one walk-in refrigerator freezer and ice machine, small griddle and oven, a large griddle with oven (all electric), garbage disposal, and dishwasher. Groups may do their own cooking or utilize an approved caterer. The Dining Hall and Rec Hall are the only buildings with heat.

The inside fireplaces in the Dining Hall and Rec Hall may be used; these are the only fireplaces at Greentop that may be used. If the fireplaces are used, fire must be out and the fireplaces cleaned before the group departs.

Each group must designate a person to be in charge of the kitchen. This person will be the contact for all kitchen problems and is responsible to the park for this facility. He/she must be available to meet with the Ranger during the group's check-in and checkout along with the group representative.

Only kitchen staff will be allowed in the kitchen. Smoking is prohibited. Separate toilet and hand washing facilities for kitchen staff are available.

Most groups use disposable plates and utensils but large sinks are available for washing of such items. Instruction for hand wash/rinse/sanitize procedures using household bleach along with chlorine test papers for checking dish-sanitizing solutions will be available at check-in.

U.S. Public Health Service Standards are enforced. Certified food handlers are recommended.

To insure that proper cooking temperatures and food storage temperatures are maintained, groups should bring a suitable metal stem-type numerically scaled thermometer having a range of 0-220F.

Garbage is to be placed in the dumpster located at the rear of the Dining Hall.

Sweep and wet mop floors after each meal and immediately prior to checkout. Best results are obtained by frequently wringing the mop and changing water when it is dirty. When completed, rinse the mop and sanitize by soaking in household bleach and allowing it to dry.

Dining hall tables should be wiped clean after each meal.

The large grill is extremely difficult to clean when left for long periods. All surfaces of the range hood and filters must also be cleaned regularly. Groups need to do this once, just prior to checkout.

The following is a list of items, which every group should bring, for cleaning the commercial equipment in the kitchen. Groups not using the kitchen facilities will not need items 1-3.

1. Grill screens, grit cloth, or baking soda to clean the large grill. (available from restaurant supply stores and possibly large grocery stores) Cooking oil will be needed for use with the grill screens.
2. If use of the ovens is planned, bring oven cleaner and rubber gloves.
3. All cleaning agents shall be biodegradable. Groups will need dish and dishwasher detergents, soap pads and household bleach.
4. Mild, biodegradable detergents for cleaning floors and walls will be needed. Dry mops, wringer mop buckets, brooms, dust pans and brushes are furnished at the camp.
5. Some miscellaneous scrub brushes and cloths should also be brought.
6. Tile and glass cleaners are also recommended for bathrooms.

## **RECREATION HALL**

The Rec Hall is a large open room equipped with a stage. It is suitable for meetings, receptions, and a variety of other uses. The Dining Hall and Rec Hall are the only buildings with heat.

The inside fireplaces in the Rec Hall may be used. Firewood is available in the woodshed behind the dining hall. If the fireplace is used, fire must be out and the fireplaces cleaned before the group departs.

Rec hall tables should be cleaned and wiped regularly when in use.

Sweep and then wet mop floors regularly and immediately prior to checkout. Best results are obtained by frequently wringing the mop and changing water when it is dirty. When completed, rinse the mop, sanitize and whiten it by soaking in household bleach and allowing it to dry.

## **RECREATION FIELD**

There is a field area available for recreational sports, etc.

## **SWIMMING POOL**

There is a swimming pool at the camp that is operational from Memorial Day – Labor Day. It is available only if the permittee provides an American Red Cross certified lifeguard.

## **OUTSIDE FIRE PLACE/CAMPFIRE CIRCLE**

If the fire danger is low, groups may use the outside fireplace at Building 63 (Lodge), the campfire circle, or use their own camping stoves on the paved area beside the dining hall. Check with the Park Ranger for approval during check-in.

## **RULES AND CONDITIONS OF PERMIT**

1. The permittee agrees to exercise the privileges granted by the permit, subject to the supervision of the Park Superintendent or his authorized representative.
2. The group representative shall assume responsibility for seeing that all members of the group are informed of, and comply with, park rules, regulations and all applicable special conditions.
3. The permittee shall reasonably expect to conduct their program without outside interference. The National Park Service will not sanction any intrusion by other parties.
4. The permit is not transferable and may be revoked at the discretion of the Superintendent for cause. All arrangements must be finalized when submitting application; no changes will be made after confirmation is received.
5. At no time may any group exceed the maximum capacity of the camp that has been set by the U.S. Public Health Service. Camp Greentop capacity is 140 persons.
6. All permittee vehicles must be parked in the designated parking lot at the entrance to camp. The parking area in Camp Greentop will accommodate a maximum of 27 cars. There is no overflow area. Please car pool. Parking adjacent to buildings and within the cabin area is prohibited.
7. Buses are not allowed on Park Central Road between Thurmont Vista Parking Area and Camp Greentop.
8. Buildings excluded from use will not be entered at any time.
9. Upon arrival, groups wanting to use the outside fireplaces and campfire circle must receive approval from the Park Ranger. Fires are permitted in designated sites only and must not be left unattended. Campers may use any downed dead wood found. **DO NOT CUT TREES!**
10. Rearrangement of furniture and fixtures within the sleeping areas is prohibited.
11. The use of any electrical appliances is prohibited in all buildings except the Dining Hall and Rec Hall.
12. Camping trailers or tents are not permitted within the camp.
13. No sales to the general public will be made and no contributions solicited or accepted from the general public within the park.
14. Destruction, defacing or removal of buildings and improvements, trees, shrubs and flowers are prohibited.
15. Alcoholic beverages and pets are prohibited in organized camps.
16. Weapons of all description are prohibited.
17. Quiet hours are from 10 pm to 6 am.
18. The camp shall be subject to inspection at any time by the Park Superintendent or his representative. Upon termination of permit, each camp will be inspected for cleanliness and damages before groups may vacate. The group representative and the person in charge of the kitchen facility must accompany the Park Ranger during the inspection. The permittee agrees to assume responsibility for damages occurring during their use.
19. No refund will be made for any reason other than the inability of the National Park Service to provide the facility you have rented.
20. Permittee waives and releases all claims against the U.S. Government for any injury to person or damage to property which may occur in connection with the use of camp facilities.



PROVED \_\_\_\_\_  
DATE 2/15/07



U.S. DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

**Camp Greentop**  
SITE MAP  
CATOCTIN MOUNTAIN PARK  
FREDERICK COUNTY, MARYLAND